



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 27, 2026

OFFICE MEMORANDUM
AD-RS-2026 101

**RECONSTITUTION OF THE REGIONAL OFFICE RECORDS MANAGEMENT
IMPROVEMENT COMMITTEE (RO-RMIC)**

To: Assistant Regional Director
Chiefs of Functional Divisions
Heads of Units
Records Section
All Others Concerned

- Pursuant to Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1, series of 2009, and in line with DepEd Memorandum No. 003, series of 2025, the Regional Office hereby reconstitutes its Records Management Improvement Committee (RMIC).
- The RMIC shall act as the Technical Working Group (TWG) at the regional governance level to ensure the efficient implementation of records management systems, policy guidelines, and programs.
- The Committee shall be reconstituted with the following composition, as stipulated in DepEd Memorandum No. 003, s. 2025:

| Position | Designation |
|---------------------|---|
| Chairperson | Dr. Ronelo Al K. Firmo CESO IV OIC - Regional Director |
| Vice Chairperson | Dr. Marilyn B. Siao CESO IV Assistant Regional Director |
| Members | The Chief or their duly designated representative of the following offices: <ul style="list-style-type: none">• Curriculum and Learning Management Division• Education Support Services Division• Field Technical Assistance Division• Quality Assurance Division• Policy, Planning and Research Division• Human Resource Development Division• Administrative Division• Finance Division• Legal Unit |

| | |
|-------------|---|
| | <ul style="list-style-type: none"> • ICT Unit • Public Affairs Unit |
| Secretariat | Records Section |

4. The Committee shall perform the following functions:
 - a. Ensure the efficient implementation of records management systems, policy guidelines, and programs in their respective offices.
 - b. Propose plans, policy guidelines, and enhancement strategies for records management.
 - c. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
 - d. Conduct Records Inventory and proper turn-over of records in their custody.
 - e. Maintain their respective storage of active and inactive records that are no longer needed by the agency, but which are not yet ready for disposal.
 - f. Ensure security and preservation of vital records that are essential for decision-making and future operations of the Department.

5. For more information, all concerned may contact the Administrative Division – Records Section at **records.region8@deped.gov.ph**.

6. Immediate dissemination of this Memorandum is desired.


RONELO K. FIRMO CESO IV
 Assistant Regional Director
 Officer-In-Charge
 Office of the Regional Director

AD-RS-AVC

